

# CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.

## NOTICE OF POSITION VACANCY

**POSITION: FCHS DEPARTMENT SECRETARY**

**LOCATION:** SACRAMENTO, CA

**NUMBER OF POSITIONS:** 1

**CLOSING DATE:** September 15, 2006

**SALARY:** \$16.27/Hour

### **POSTION SUMMARY**

The Department Secretary provides secretarial support to the program. In addition, the position serves as a member of the clerical pool during periods of heavy workload and assists in carrying out special assignments.

### **PRIMARY RESPONSIBILITIES**

Drafts, composes and types memos and correspondence as requested. Prepares packets for all program meetings. Types proposals, reports, and minutes according to established formats. Assist in the planning, coordination and performance of special programs, conferences, workshops and committee functions. Attends meetings when requested for purposes of staffing registration, coordinating facility staff, active participation and to record proceedings and gather data on health and community related issues. Responds to routine requests for program information. Maintains program filing system. Maintains program mailing lists. Operates general office machines.

### **ADDITIONAL RESPONSIBILITIES**

Must be able to assume individual initiative and have the ability and flexibility to work overtime and attend night and weekend meetings when assigned.

### **QUALIFICATIONS**

Must have two years of secretarial experience in a similar position. Must be able to type accurately 65 WPM. Must have knowledge of general office machines, modern office methods, and business English usage. Maintain a valid, unrestricted California Driver's license and be insurable under CRIHB's automobile insurance. If employee has a valid license from another state, he/she must obtain a CA license within 2 months of hiring date. Position requires periodic over night travel within CRIHB's service area. Requires ability to drive up to 7 hours in a day. The position requires an awareness and keen appreciation of American Indian traditions, customs, and socioeconomic needs and the ability at all times to meet and deal effectively in contacts with Indian health organizations consisting of numerous tribes with varied cultures which requires tact, courtesy, discretion, resourcefulness, and good judgement in handling functions in a sensitive manner.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472, and 473.) Applicants claiming Indian preference must submit verification of Indian Status certified by tribe of affiliation or other acceptable documentation of Indian heritage.

Please mail, fax or e-mail resumes and applications with Indian preference documentation, if applicable, to:

**CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.**

**Attn: Human Resources**

**4400 Auburn Blvd., 2<sup>nd</sup> Floor**

**Sacramento, CA 95841**

**(916) 929-7246 FAX**

**[jobsatcrihb@ihs.gov](mailto:jobsatcrihb@ihs.gov) E-mail**

Applications available at [www.crihb.org](http://www.crihb.org) (jobs). Or call Human Resource Department at 800-274-4288